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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 39

March 1948

NUMBER 3

The Training of Medical, Hospital and Nursing Librarians
Beatrice V. Simon

Photographs in Scientific and Technical Libraries
Paula M. Strain

Special Libraries and Research in Labor and Industrial Relations
Phillips Bradley

Life in an Information Library for Japanese
George M. Korb

Future Indicative — S.L.A. 39th Annual Convention, Washington, D. C.
June 6-12, 1948
Jane Brewer

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Special Libraries

VOLUME 39 *Established 1910* NUMBER 3

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*Indexed in Industrial Arts Index, Public Affairs Information Service, and
Library Literature*

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THE TRAINING OF MEDICAL, HOSPITAL AND NURSING LIBRARIANS

By BEATRICE V. SIMON

Assistant University Librarian, McGill University, Montreal, Canada

I HAVE often thought it was a very good thing that the circumstances of my life and work have not made it necessary for me to adopt a political allegiance of any kind. I find it so difficult to persist in hanging on to the conviction of yesterday, in the light of the experience of to-day. It must be so very much more comfortable and less wearing to be born a Conservative, Liberal or a C. C. F'er and remain convinced to the last that the party program is not alone the best, but the *only* way in which the world can be properly run.

To me, the process of the acquisition of knowledge on which to base opinion, and so to feel conviction, presents itself, pictorially, as a series of terraces or plateaux up the side of an unscalable mountain. As I have pulled myself up onto one plateau and then another, I have been amazed at the new objects which were to be seen and the new ideas that occurred to me as a result, but the most amazing of all has been the difference in appearance of the plateau just left, when viewed from a new height.

At this moment, as I rest for a while on one of these plateaux, full of years and experience, the problem of the training of medical librarians, hospital librarians and nursing librarians, appears to me as the same *old problem* of the training of *any* librarian for work in *any* special field. It is a basic problem; and it is my opinion that when it is solved satisfactorily in even one field, it will be solved automatically for all fields.

Recently, I organized, from scratch, a special library in the field of Economics and Business Administration. I had never taken a course in economics

and I am allergic to business transactions of all kinds. It is even a source of great satisfaction to me that I work in an organization which kindly deposits my salary each month in my bank account. In this way I never see the fruits of my labor and so can preserve the delicious feeling that I work for fun—that is, until the ends do not meet any longer and something has to be done about it.

As one can see, my subject knowledge was abysmal, nevertheless the library was organized, and I selected the major part of the materials for it. I am not any more brilliant than the next fellow. In fact, I am pretty dull and stupid at times; so, how did I do it? The answer is very simple. The first ten years of my professional career were spent in a medical library. In other words, I was able to organize a business library because I had been a medical librarian. This doesn't seem to make much sense, or does it?

When I went to work in the Medical Library at McGill, straight out of library school, I was so green that it hurts, even now, to look back. I was not only subject green, I was technique green. After an elaborate course in cataloging books, I found myself struggling with the problems of binding and cataloging a huge collection of serials of all kinds and in many languages. In library school, I had handled one volume of a periodical set and made a couple of analytics. I had never even heard of anything like those German periodicals which endlessly split themselves into parts and then join up again under a new title, while pamphlets were nothing but a cause for moaning.

After struggling to learn how to use the Dewey Decimal system of classification, I discovered that I had landed in a library where 90 per cent of the collection was not classified at all, for the very simple reason that another arrangement was infinitely more useful and appropriate because of the type of material. I also discovered that a general classification is never as satisfactory for the special field as one which has been worked out for that particular field. Finally, after having been taught to hand something to a reader to keep him happy while I searched further, I found that I was dealing with a clientele who knew exactly what it wanted, and so I came to learn the difference between reference and research work.

As a direct result of this experience, I started to study special libraries, individually and as a group. I visited many libraries and met and talked with many special librarians in an effort to analyse the difference between this kind of library work and that of the public library; and to learn the significance of the special library in relation to the library school. And so I came to teach in the library school first as special lecturer on the "Organization and Administration of Special Libraries," then, for five years, as a full-time instructor in the technical subjects.

VALUE OF PRACTICAL EXPERIENCE

While all this study and research was of infinite value to me when faced with the problem of organizing the Commerce Library at McGill, strangely enough it was my 10 years' experience in the Medical Library which provided the practical answers to the many problems I encountered. Time and again I found my mind travelling back to an experience there, for the solution of a problem not hitherto encountered. The theoretical study had taught me to recognize problems, classify them and go to the proper source for the answer; it had not provided me, however, with the answer. And that is a point I wish

to make: No theoretical study can take the place of on-the-job training.

That is all very well for the technical side, I can hear you saying, but what about the subject knowledge? The answer to that one is that somewhere along the line I had picked up, as many experienced librarians do, a technique for rapidly orientating myself in a new field. I think it is the same kind of technique used by lawyers, who must become an authority in an unknown field for a short time in order to successfully prosecute a case. Professors are not always masters, at first, of the subject they are required to teach, but they are supposed to be masters of the methodology of their field. A man trained in the discipline of history is expected to be able to work up a course in the history of anything—even medicine. He need not be a qualified physician, but he must be a qualified historian.

So, equipped with the technique necessary for the rapid acquisition of a knowledge of the bibliography of the subject, I just applied it. Whenever I needed clarification on any point I had only to go and tap on any one of several doors to find an expert in one small part of the field, or call upon my many good friends who are business librarians.

What does all that add up to? Simply this: During my internship at the Medical Library, I had learned to evaluate basic techniques and adapt them to a special purpose. I had discovered the basic principles on which all special libraries are run and applied them in a new field. In five years of teaching, I had developed a technique for training myself in a new subject field and used it for the purpose of organizing a library rather than for mapping out a new course. If the subjects had been reversed I feel reasonably certain that I would have been able to start in a business library and end up organizing a medical library.

My first reaction on finding myself in the medical library, with apparently in-

sufficient training, was to blame the library school as everyone else did in similar circumstances, and many still do. But I was wrong—not the library school. When formally organized library schools took over from the libraries the task of training librarians, the greatest need of the day was for assistants trained in the techniques of the public library. Therefore, the schools worked out courses for this purpose and excellent courses they were too. My mistake was in taking such a course and then expecting to feel perfectly at home in a highly specialized field both from the point of view of subject and of service.

SPECIAL TRAINING FOR MEDICAL LIBRARIANS

How then should I have been trained for this work? Suppose we look first at what the medical librarians are themselves thinking about this question. Twenty-one years ago, Mr. James Ballard, Librarian of the Boston Medical Library, expressed the opinion that medical librarians were a race apart and should be specially trained.¹ This feeling has been growing ever since and reached a final and decisive point last year when, after hearing a paper read by the President of the Medical Library Association,² the members voted to form a Committee for the Adoption of Standards and a Training Program for Medical Librarianship.

The question of the necessary qualifications and training for medical librarianship has been discussed at length in several articles, but seems to resolve itself into two parts: (1) Need the librarian be a physician? and (2) What library training should he have? In Europe, the chief qualification required of a medical librarian is a medical degree,

but the traditional arguments concerning the desirability of such a degree on this continent are settled almost immediately by the economics of the situation. Outside of the Army Medical Library, the New York Academy of Medicine or the Osler Library, there are few organizations which can afford to pay the kind of salary that would tempt a fully qualified physician. Medical training is lengthy and very expensive and in this country it is hard to imagine the type of person who would willingly go through it in order to work for the pittance offered librarians. In the article already mentioned, Mr. Ballard even expresses the opinion that to be a physician might sometimes be a handicap. "The average physician is not an executive or an administrator", he says, but goes on to admit that the head of the reference department might be a doctor to the advantage of the position, provided he had all the other necessary qualifications!

As far as training in library technique is concerned, the general consensus of opinion seems to be that one year of training in an accredited library school is the minimum, but quite adequate. To this, however, the medical librarian must add a knowledge of languages—German and French as a minimum, and increasingly important are Russian and Spanish. There is also the question of medical terminology; a whole new vocabulary must be acquired, as intricate and baffling as any new language, but without which it would be impossible to operate. The really sad thing is that nothing in our general education, except perhaps our smattering of Greek and Latin, will help at this point. And, finally, there is the subject of medical bibliography. The literature of medicine is a bibliographical world unto itself. I have often remarked that a good medical reference library contains the medical counterpart of almost every general reference tool I have ever heard of plus a few specialties of its own.

¹ Ballard, James F. "Training for medical librarianship" *Bulletin of the Medical Library Association*, v.15, no.2, October 1925, p.30-31.

² Marshall, Mary Louise. "Training for Medical Librarianship," *Bulletin of the Medical Library Association* v.34, no.4, October 1946, p.247-265.

Languages are something every librarian should, and can, easily acquire if he has not picked them up during the course of his general education, but medical terminology and medical bibliography are not subjects which can be come by readily in formal courses. One such course is provided at Columbia University Library School on Medical Reference Work, Bibliography and Administration. But this, excellent as it is, still leaves something to be desired, and this the medical librarians themselves have been quick to realize, and are now preparing to do something about it.

TRAINING FOR THE HOSPITAL LIBRARIAN

The training of the hospital librarian must also be considered under two headings: (1) Training of the hospital's scientific librarian and (2) Training of the patient's librarian. The first type of training is essentially the same as that for any medical librarian. He deals with the medical staff and the problem of how to provide them with the proper kind of library service to suit their needs is the same old one of adapting the techniques of general medical library work to the special purpose of providing a hospital library service.

The training of the patient's librarian is quite another matter. That something more than general library training or experience, or a social service spirit on the part of well-meaning citizens, is needed for this type of library service, and has been recognized increasingly ever since the last war when the problem of caring for permanently disabled veterans in hospitals was first faced. Since then, and increasingly during and after the recent war, it has been clearly recognized that something new in training was needed to meet the situation.

The chief need of the librarian in this field is knowledge of the psychology of the sick patient and, especially, the effect on the mind of certain diseases. He needs to have a good knowledge of the terminology of clinical medicine and something more. Bibliotherapy is a new

word in our vocabulary and means, quite simply, the use of directed reading as a curative agent. You can see for yourselves that the successful hospital librarian must be something of a clinician, something of a psychiatrist and imbued with the spirit of the healing services. Columbia University, ever ready to meet the challenge of new conditions, now offers a short course on Hospital Library work.

One other type of hospital library I might mention in passing is the record library, but this need not concern us. There are special schools with their own standards for the training of this type of worker. Some even give a degree. There have been cases where a record librarian has looked after the hospital's medical collection as well and there is even a hospital which gives intern training guaranteed to turn out a combination medical and record librarian, but usually the record librarian is so busy looking after the case records that she has little time, and less inclination, to wander out of her field. Whether a medical librarian can turn into a record librarian or not is something I have never investigated, but I do have a private theory that a well-trained librarian can just about turn her hand to anything.

Of the training of the nursing school librarian there is little to say beyond what has been said in connection with the training of medical librarians. Perhaps languages are not so important, since all the nursing journals of interest are in English, but there is the same need to have a knowledge of medical terminology, the same need to know the bibliography of medicine as well as that of nursing. As far as administration is concerned, once again what is required is the technique of surveying the information needs of a special group and providing the materials and services which will fill those needs.

Speaking at the Annual meeting of the Medical Library Association at New

Haven in 1946, the President, Miss Marshall, in the paper already referred to, after discussing the training needs of medical, hospital and nursing librarians and the measures already taken to try to provide this training, remarks:

"It has been the belief of the author for some years that training for subject specialization in library work might well follow the plan of training for specialization in medicine itself—that of internship or residency. This method, as in medicine, superimposes a period of supervised experience on a foundation of theory."

and then she goes on to discuss at great length, and with deep insight, the true needs of the situation, the very nature of internship training and its value. In summing up she says:

"In summarizing, there are three factors of equal importance which lead to good medical librarianship—(1) Recruitment of carefully selected and properly qualified personnel, (2) Education, both general and professional, and (3) Experience, preferably supervised experience as represented by internship in a medical library. Medical library service of the future will depend on the successful correlation of these three factors and the problem of recruitment and standardized training of medical librarians is deserving of careful study by the Medical Library Association."

Thirteen pages of discussion follow this paper in the *Bulletin of the Medical Library Association* for October 1946, which evidences the impression it made. The practical result was the setting up of the Committee for the Adoption of Standards and a Training Program for Medical Librarianship, which I have already mentioned, with Miss Marshall as chairman. I would like to recommend that everyone interested in training should read this paper and the discussion which followed.

One thing impresses me very forcibly when reading or listening to discussions of the necessary qualifications and training for medical librarians, and that is the absence of insistence on scientific degrees in one of the medical sciences. There is great emphasis, on the other hand, on the value of the truly cultural background of a sound general educa-

tion and appreciation of the fact that one can acquire an excellent working knowledge of the terminology and the bibliography of a subject without having to take a degree in that subject. This is a point of view which might well spread to other fields with good results.

In the *Medical Library Association Bulletin* for January of this year, I found an editorial by W. D. Postell entitled "An Essay on the 'Precepts' of Medical Librarianship"³ in which the very essence of medical librarianship is admirably analysed. The concluding paragraph sums up what goes into the making of a medical librarian in these words:

"In conclusion it may be said that many disciplines have gone into the making of the medical librarian. His reading must include a wide range of subjects. He must converse with the research worker, the clinician, the medical historian and the library technician. There is a little bit of the clinician, the research worker, the medical historian, the medical philosopher, the bibliophile, as well as the custodian and the librarian technician, in each successful medical librarian. He cannot be a success, considered as an exponent of each of these disciplines, but they have all contributed to the creation of a new discipline—the art of medical librarianship."

Let me repeat that statement with a few changes:

In conclusion it may be said that many disciplines have gone into the making of the social science librarian. His reading must include a wide range of subjects. He must converse with the research worker, the social scientist, the historian and the library technician. There is a little bit of the social scientist, the research worker, the historian, the social philosopher, the bibliophile, as well as the custodian and the library technician, in each successful social science librarian. He cannot be a success, considered as an exponent of each of these disciplines, but they have all contributed to the creation of a new discipline—the art of social science librarianship—the art of librarianship.

CONCLUSION

In conclusion, I suggest a program of action for all of us:

³ Postell, W. D. "An essay on the 'Precepts' of medical librarianship" *Bulletin of the Medical Library Association*, v.35, no.1, January 1947, p.1-6.

- (1) We should all make a bigger effort to find and attract into the profession, more of the right kind of people.
- (2) Library Schools should recognize the enormous increase in the demand for librarians from other than the public library field and should design basic courses which would develop *general* librarians—not just public librarians. In this connection I was most interested to read, in a recent issue of the *Library Journal*, a report by three members of the Curriculum Revision Committee of the Association of American Library Schools on "Some Objectives in Library Education".⁴ In this I found a quotation from a recent memorandum of theirs:

"Aims of the first-year library school:

- (1) To teach the student about librarianship and its changing needs—not to teach the student to be just one kind of librarian.
- (2) To teach the student how to find out about his community, e.g., college community, school community, public or special library community.
- (3) To teach the student to adapt principles of librarianship to the community in which the library functions."

To these I would add:

- (4) To teach the student how to orientate himself rapidly in a new subject field rather than to try to teach him a minimum about every subject.

- (5) To teach the student the methodology of research as well as a quick reference technique.

Employing librarians should not expect the library schools to do the whole job of turning out the complete librarian any more than medical schools are expected to turn out full-fledged doctors or surgeons, to say nothing of the medical and surgical specialties, or law schools the finished trial lawyer. We talk a lot about our *profession*; we want all the kudos due a professional group; but we often fail to behave as other professional groups do. Hospitals assume the responsibility of carrying on the post-graduate training of the product of the medical school; law school students are articulated to law firms even before they graduate; we must be prepared to make a *similar* contribution toward the training of competent librarians. Therefore, as the third item on our program for action, may I suggest that we get busy and draw up what we consider to be adequate post-graduate training for work in every field of applied library science—the public library, the university library, the law library, medical, business or any other adaptation of this general training.

There has been a great deal said and written in the last few years on the general subject of internships as a method of adding that most necessary something which is now lacking to the graduate librarian. I feel certain that if employing libraries would take on this post-graduate training by providing facilities in their libraries for internship training, the library schools would be able to do a much better job of basic training instead of valiantly trying, as they do now, to be all things to all men. Of one thing I am very certain: we special librarians *must* assume the responsibility of defining our needs and taking an active part in any plans to meet them.

⁴ "Some Objectives in Library Education: A Report by Three Members of the Curriculum Revision Committee, Association of American Library Schools". *Library Journal*, v.72, no.4, February 15, 1947, p.286-289.

PHOTOGRAPHS IN SCIENTIFIC AND TECHNICAL LIBRARIES¹

By PAULA M. STRAIN

Librarian, U. S. Naval Photographic Interpretation Center, Washington, D. C.

THE extensive and spectacular photography of atomic bomb tests in the summer of 1946 dramatized the importance of the pictorial record to scientific and technical research. Study of photographs of these explosions by scientists of the Army and Navy confirmed some phenomena only suspected and revealed other facts not previously known.

However, photographic interpretation and research are not confined to the armed services. Astronomy, aeronautics, ballistics, metallography and metallurgy, nuclear science, medicine and surgery, biology and radiography, forestry, electronics and micrography—these are some of the sciences and technical fields using photography as a means of recording research data for study. In addition, industry uses technical photographs to educate employees and to acquaint the public with the appearance and uses of its products. The Royal Photographic Society of Great Britain devoted so much space to scientific and technical photographs in one of its annual exhibitions that a three-page review of the exhibit was warranted in a periodical thin from paper-rationing.

And yet, with all this recognition of the research and historical values of photographs, only 21 per cent of the special libraries replying to the Science-Technology questionnaire on library methods possessed photograph collections. This figure includes the libraries which keep illustrations from books, magazines and trade catalogs in "picture" collections.

There is no value in discussing why so few libraries have concerned themselves with the preservation of this form of technical record when they are so zealous in maintaining others, such as laboratory reports, research notebooks, patents, reprints, etc. It is enough to point out that, with the increasing use of photography in science and technology, special libraries will more and more find it necessary to set up and maintain photograph collections.

Library literature does not have much on photograph collections in general, and has practically nothing on collections of scientific and technical photographs. Within the last ten years, there have been three or four excellent articles on photographic collections of geographical and sociological interest; several more on photographs in news-libraries; and, since 1921, there have been exactly three references to scientific collections of photographs—these three pertaining to the problems of geological photos. Everything else in print refers to art collections of photographs and prints, or the miscellaneous picture collections necessary in public or school libraries. The paucity of information on technical photographs is perhaps why I have been asked to discuss their handling, though my experience falls midway between geographical and technical interest-fields, and photographs are our organization's raw material rather than our end product. We do not keep a large photo collection on hand, any more than a steel library maintains large supplies of iron ore.

The general principles of handling library material apply to photographs but their nature makes necessary sev-

¹ Paper presented before the Science Technology Group meeting at S.L.A. Convention on June 11, 1947, in Chicago, Ill.

eral variations from the normal processes. It is these variations which will be emphasized in this discussion. To begin with, definition of terms is in order. Replies to the questionnaire indicated a considerable difference of opinion among libraries as to what a photograph is. In this paper, by photograph, I mean the positive prints from negatives developed from film exposed in a still camera.

That very definition brings us to one of the peculiar problems of photographs. Positive prints come from negatives and often come with negatives too. Unless there is a special photographic department in the organization, the library may have to take over the care of the original negatives as part of the photograph collection. The questionnaire showed that less than half of the libraries with photograph collections replying had the responsibility of negatives, but I cannot be convinced that this is a true picture. Of the half dozen or so photo collections with which I am most familiar, negatives are the responsibility of the large majority of the libraries.

NEGATIVE PRESERVATION

The preservation of negatives is more important than that of prints for two reasons. Duplicate prints can be made from the original negative with no loss in technical information, but copy negatives do not make as good a print for research study as the original negative. Negatives also do not improve from frequent handling. Separate negative files, with each negative filed in an individual grease-proof or glassine envelope, which will not react with the chemicals of the negative, are most commonly used to protect them from damage or loss. Since the negative file is used only to make additional prints, arrangement can be by whatever method appeals to the librarian.

Most negative collections I know of are arranged by accessions number which is written on the protective envelope, and/or can be written on the edge

of the negative, and appears on the print—either printed on or in the caption. These accession numbers are usually assigned from a block apart from those used for regular library material. One library assigns a six-digit number separated into threes by a period; another uses a five-digit number separated into a grouping of two and three digits by a dash. Often these numbers are preceded by an abbreviation for the library name or code. An example of one library's accession number is ONI 629,311. This accessioning system is particularly useful in Washington where there are so many government photograph collections from which prints are procured, because it simplifies ordering once the librarian is familiar with the systems used by various collections.

Fortunately, modern negatives do not need air-conditioned vaults unless they are to be preserved for many more years than ordinary research data—this is not necessarily true of movie or microfilm. Generally speaking, no special care for still negatives is needed, except for negatives of certain color processes which must be aired for hours every three or four months to prevent fading.

The very nature of photographic prints present problems in handling. They can range in size from 35mm contact prints to wall-size photomurals, and they may be on paper of varying thickness, stiffness, gloss, etc. (There are also color transparencies, which can be handled as slides and which I will not discuss, having had no experience with them. Since even the best color processes known today tend to fade when continuously exposed to light; though prints fade more rapidly than transparencies, it is advisable to store them in the dark between periods of use to prolong their life). All this adds up to the impossibility of devising one method suitable for handling all photographs. If the library has some control over the acquisition of photos, it may be possible to set up standards of size and paper

and so have one method for filing all prints in the collection, but it is an optimistic hope. Even in collections where such standards are possible, it is often necessary to use several different ways of caring for prints.

Mounting photographs on heavy paper or light cardboard in one or two standard sizes is a method of handling followed by art or historical collections, where photos are handled frequently or are used to illustrate lectures. The method has the advantage of artificially standardizing photograph sizes without necessitating enlargement or reduction of prints for easier filing, and of making them more resistant to handling and more satisfactory to label and arrange. Its disadvantages are that the work of preparation, even when dry-mounting techniques are used, is more involved, more expensive, and the mounted pictures occupy more filing space than the same number of unmounted ones.

Looseleaf binders are used occasionally for filing contact prints. One library with numerous 8" x 10" photos of industrial plants punched holes on the long side as near the edge as possible and filed them in ordinary three-ring binders. The National Geographic Society has made special binders to hold their 35mm contact prints from their expeditions. They are about 10" tall, 4-5" wide with outer covers and leaves of heavy pressboard to which the prints are fastened by a hinge in double rows of perhaps 30 prints to a row. Captions are tipped into the back of the binder on a separate sheet. Another library pastes prints into a looseleaf notebook scrapbook fashion. The chief advantages of using binders are that notebooks can be carried about conveniently and a collection of prints can be kept together without danger of disarranging the order or losing prints. The same disadvantages of expense, difficulty of preparation and consumption of storage space that apply to mounts apply to binders.

The largest percentage of science-

technology libraries with photo collections keep their prints in vertical files, sometimes unprotected, more often in envelopes or folders. Folders are less expensive than mounts or binders and can hold several photographs of various sizes as well as other items, such as caption sheets, correspondence, etc., which might be used with the prints. Data about the pictures can be written on the outside of the folder for quick consultation. The disadvantages are the difficulty of handling folders—they usually must be completely removed from the file to examine their contents—and the photos being loose, the possibility of losing or misfiling them is increased.

Legal-sized vertical files will hold practically all the usual size contact prints except those of the 9" x 18" aerial camera. This is better than either mounts or binders. By using extra-long folders for our 18" photography and filing cross-wise of the drawer, we are able to use the legal-size files even for the largest contact prints.

However, photographic enlargements present a problem without satisfactory solution, primarily because there are usually never enough in the collection to warrant building special storage cases. Various expedients are used, filing flat in map drawers, wrapping and labelling with luggage tags which repeat caption information and storing on flat shelves in a storeroom, or storing between the wall and filing cases, but none of these is very convenient or satisfactory. The librarian who hits upon the solution to make enlarged photographs accessible will have earned the daily blessing of every other librarian plagued with them.

CAPTIONING OF PHOTOGRAPHS

The worst difficulty connected with photographs is describing them. Titles are not the integral part of photographs as they are of books, and yet they are essential in making the photograph available. The title is assigned after the picture is made and whether or not it is adequate depends on the person assign-

ing it. Besides, some pictures cannot be captioned completely even by the man who planned and took the picture. To meet the problem of trying to describe a picture with words, one library, whose collection is in art, is putting a micro-film contact print of the photo on the catalog card in addition to the title assigned. However satisfactory this may prove to be, it is hardly practical for science-technology photo collections at this stage.

Several military libraries have set up a card file with 8" x 11" specially designed form cards carrying a copy of the print and filled in with other details. This file is self-cataloging and to a certain extent, self-captioning. But this, too, works better with geographical collections than with technical ones.

A photographic caption may be defined as a description in words of the main features of importance on a photograph. The catch to that definition is the phrase "of importance"—what is important on a photo at one time may not be important at another, and no two people think of or describe a photo the same way. The librarian must decide what information is going to be needed for all photographs in the collection and see that it is included in all captions. For the unusual prints, additional data may be added to the formula, just as in ordinary cataloging practices.

An adequate caption in most technical libraries might be "Mark Zee rocket piercing X" armor plate, showing blast effect. Place. Date." To release the most information, the caption must often include technical data such as the focal length of the camera, length of exposure, time of day, altitude (if an aerial picture), and any unusual factors, such as use of infrared film. The negative accession number should certainly be included in the caption. And if the photograph arrives captioned, the librarian is well advised to check the caption. It is not impossible to find a picture of an aircraft carrier labelled "The Battleship

Missouri" by a harried make-up editor who really knows better, and in technical photography less obvious errors of haste and ignorance have far more opportunity to occur.

It is not necessary for the librarian to take a course in photography to adequately caption the photograph collection—much of the technical data listed above can and must be supplied by the photographer. Military organizations have a form which the photographer fills out when he takes his pictures and which accompanies the film through to final cataloging or printing. Civilian photographers usually take similar notes but do not pass them on because it has never been requested. And, in many cases, the research needs of the organization will not require all the technical data suggested. The men using the material usually know what facts are essential for their work if the librarian does not.

Once the caption for a picture is made it has to be attached to the print. Some military organizations caption the negative and print the caption right on the positive print. Most libraries, however, put the caption on the mount, on the back of the print, or on a separate sheet kept with the photo; whichever method is more convenient for use. The caption is also the basis for the catalog card, if one is made. It is surprising how few photo collections are cataloged: indexing, either by divider cards labelled with subject in the files or by index cards in a separate catalog, is used by over half the libraries reporting photo collections.

Cataloging and classifying photographs are no different from cataloging and classifying any other kind of library material. Once a good caption is made, ordinary cataloging routines take over and the only additional rule that needs to be followed is the familiar one, "When in doubt, cross-index." In general, the cataloging of photographs is simpler than for other library material: subject

or title, source and date are the usual items included; and the forms are considerably simplified.

The best summary of the philosophy behind cataloging and classifying photographs can be given by quoting from two writers on photographic collections of general interest.

Arthur Fox in the July 1946 *American Photography* says:

"The primary requirements of a system of filing photographs are that the cost and effort required should be in proportion to benefit, and fit the needs of the particular case."

W. J. Burke, writing of the *Look* collection of photographs in the December 1944 *SPECIAL LIBRARIES*, says:

"A good card file is the key to any picture collection."

"A picture collection has but one basic aim: to enable the user to find the picture needed, to find it quickly, to find it always in the same place." And, finally,

"I regret that I cannot present a scientific report on the subject of picture classification. As far as I can discover, it is no exact science, each picture collection presents its own peculiar problems, and picture librarians, far from agreeing on a set of basic principles, are more likely to disagree on every phase of the work. Some advocate a straight alphabetical arrangement of pictures, others a regional breakdown, some contend that any numerical system is fatal, still others that a picture collection should be self-indexing, thus doing away with all card files. A few librarians insist on mounting each photo; others discard this method as too tedious and costly. Take your choice, but remember one thing—somebody has to pay. Do not go in for refinements and experiments you cannot afford. To paraphrase a time-worn precept, let your budget be your guide."

Two points ought to be made, however, in addition to the foregoing philosophy: When dealing with photographs, subject headings must be more detailed than most special library indexing, specific as that is. "Agricultural Machinery" or even "Harvesters" are both too broad a heading for photographs. "Harvesters, Horsedrawn" followed by the name of the model is more apt to be satisfactory. Analytic subject indexing is essential. As Mrs. Thomas pointed out in an ar-

ticle in the April 1945 *SPECIAL LIBRARIES*:

"One is on the horns of a dilemma; if everything shown in the pictures is carded for, the files would soon take up most of the . . . department; on the other hand, people want to see the strangest things: fork list trucks, fuel tanks with 100 octane written on them, equipment made by specific companies, turkeys, things that are hard to find from the classification if the main point of the picture is different."

ACCESSION RECORDS IMPORTANT

Accession records are more important for photographs than they usually are for other material. As they are often the only record a library will have of the source of a photograph, the accession number will be the only accurate identification of the photograph. Since words cannot completely describe pictures, two photographs with identical captions may be entirely different in content. It is then that accession numbers become the only sure identification. This being so, libraries expand their photographic accession records to cover much data that is recorded nowhere else: full details on source, technical data not included in the caption, whether this print duplicates others already available, etc. Some people suggest that all technical data on the photograph be kept in the accession records rather than in the caption. This may work very well with collections used chiefly for historical purposes but would be most unsatisfactory for photographs used for research, at least as our organization uses them. Incidentally, the accessions records need not necessarily be the familiar accessions book: accessions log cards are successfully used by most of the photograph collections with which I am familiar; sometimes one card to one photograph or sortie; sometimes, one card for several entries.

Judging from the replies to the questionnaire, the majority of science-technology photographic collections aren't large independent collections at all; they're just part of the general reference

files. That they are mainly historical detracts nothing from the fact that photographs are adaptable enough to be handled with other reference material. Even in large enough numbers to justify a separate collection, photographs aren't really formidable, no matter what this recounting of their peculiarities would seem to indicate.

If you can find out what the ultimate use of the photographs will or should be, and then apply your common sense in equal proportions with the rules of

library science, you can have photograph collections usable for historical records or technical research without much additional trouble for yourself. And libraries which encourage the use of photography as a research tool will be that much more valuable to their organizations. Photography is becoming more and more important a research tool as scientists and technicians discover the methods of study through which less obvious information can be obtained.

SPECIAL LIBRARIES AND RESEARCH IN LABOR AND INDUSTRIAL RELATIONS

By PHILLIPS BRADLEY

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RESearch is becoming an increasingly significant factor in the day-to-day conduct of labor-management relations—for union not less than for industrial leadership. As the range and complexity of these relations widen, the need for more exact knowledge about the effects of particular policies, proposed or implemented in collective-bargaining agreements, becomes more urgent.

Most large industrial organizations and international unions maintain more or less extensive and specialized staffs which carry on the research necessary in their negotiations. Libraries can, however, play an important role in the process of making labor-management relations more objective, and so more stable. For smaller union and industrial organizations, the public or open library can become a major, often indeed, being the only available impartial resource for obtaining the statistical and other data on which negotiations, in the future, will be more continuously based. For larger labor and industrial units,

which maintain libraries of their own, the special library is an indispensable staff service. The departments of the organization dealing directly with the varied and intricate questions in labor-management relations and flowing out of daily contacts and periodic negotiations, must increasingly tap the library for their essential background information.

In developing the research services of libraries for the practical conduct of labor-management relations, it is important to recall that both the public library and the special library have valuable contributions to make. The specialized economics sections of our larger public libraries are, in effect, special libraries, open to the community at large. The same is true of the technology sections of these libraries. Between the two, by whatever name the sections are identified, there can be developed a primary resource in documentary materials available for the research needs of both labor and industry. Through the great metropolitan public libraries, moreover, organizations which maintain

their own special libraries will often be able to supplement and complement their own resources.

Another important aspect of the library's services to the improvement of labor and industrial relations may be recalled at the outset. If the library, along with other service agencies in our industrial communities, is concerned with providing the background from which more understanding can be developed between competing groups in this dynamic and controversial field, then research has a precise and valuable place in the conduct of labor-management relations. The library is itself a place detached from the every-day arena of controversy. Recourse to materials available in our libraries indicates that individuals using them are concerned with knowing more about an immediate question than the knowledge their own command provides. It suggests also that they desire to apply this knowledge to the increase of objectivity in the treatment of the problems in which they are involved. Although the library may seem a long way away from the bargaining table or the conciliator's ante-room, it is nonetheless a potentially influential, although a silent partner, in the process of making labor-management relations in the future more cooperative than they have been in the past. Like other staff services, the library by definition does not make the final decisions. It can do much, by virtue of its detachment, to shape discussions toward more reasonable and humane ends.

It is worth noting also, that the types of research service which libraries can offer the individual or the agency requesting the service vary. Two broad types of research can be differentiated. On the one hand there is the immediate need of the individual or the organization for current information about one or another aspect of labor-management relations. This is in effect "service research"—designed to be of immediate use to an organization or an individual

concerned with line activities in the field. On the other hand, there is a good deal of long-range research going on in both industrial and labor organizations—research which requires a broader range of materials and a longer perspective on the problems involved. Here, a substantial backlog of historical materials dealing with the various facets of labor-management relations is of the utmost importance.

To both types of research, our libraries, public and special alike, can make important contributions. The first is likely to fit most directly into the library's traditional and regular function—immediate service to its clientele, whether across the delivery desk, through the reference service, or by the readers' adviser. The second is generally thought of as the special function of the academic researcher. Increasingly, however, long-range and comprehensive analysis of many-faceted problems—for instance, the annual wage, union welfare plans, wage-price-profit relationships—is becoming an integral element of both labor and management research. Here, the library, whether public or special, can perform an important service in making available not only the current but the historical materials essential to effective analysis.

PROBLEM OF COLLECTING HISTORICAL MATERIAL

Libraries face, of course, peculiar difficulties in collecting and storing large bodies of historical materials. This is a problem confronting both the public and the special library. With modern resources for microfilming and other similar technical methods of preserving materials, it should not, however, be too difficult to cull out the most important historical materials and to maintain a file which will be of use to those engaged especially in long-range research projects.

We may now consider some of the types of material which are of greatest

use for research in labor-management relations. Some of these materials are, of course, collected in the standard series of statistical and other data normally collected and cataloged by the public or the special library. Others result from field contacts and are preserved in formal or informal notes by those concerned with particular projects, whether or not of immediate research character. Still others are found in books, periodicals and other similar publications which are the standard equipment of any effective library.

It is the peculiar functions of the special library to collect the first and third types of material—the basic sources for understanding the actual conditions involved in the many and varied aspects of labor-management relations. Field reports are, however, among the most significant raw materials of research. They reflect the findings of those who observe on-the-spot and who record what goes on either in the individual situation or overtime. They are almost exclusively the product of organizational activity and thus flow into the special rather than the public library. Frequently, in fact, they never reach even the organization's own special library but remain in the files of the department originating the study.

FIELD REPORTS

Field reports are generally considered confidential, at least as to the contemporary situation giving rise to this preparation. Special libraries, whether in an industry or in a union, have here a unique opportunity to preserve those field reports which have more than a topical significance. Once their immediate utility within the line or staff department is past, the organization's library can well afford to collect and organize these reports. They frequently provide prime materials for understanding the ecology of labor-management relations in all its complex and inter-related aspects.

Many field reports are, moreover, of

a character which can legitimately be put at the disposal of academic research workers, even though certain parts of the reports may need to be held in confidence. Special libraries can perform a very real service to academic research workers by collecting these reports and arranging them in such a way that they will provide additional information on many questions of current concern in labor-management relations. A confidential relationship can be established which will eliminate any possibility of incorrect use of the materials. It would be of very substantial aid to academic research in the field of labor-management relations were these prime sources, found in many special libraries, made available for academic analysis. It is certainly to be hoped that this development will occur in the years immediately ahead—if for no other reason than that time is running out for deepening our understanding of, and for expanding our information about, the actual conditions of employer-worker relations. Since, moreover, academic research often has a direct or indirect bearing on the conduct of these relations, special libraries making this type of material available to these research workers may well contribute to the improvement of these relations.

Field reports are often collected for a special purpose applicable to the immediate activities of the organization concerned. Once used in this current context, there is a tendency to dispose of the materials in order to lighten the files. In many cases, however, these materials are of great historical and analytical value and might well be micro-filmed for permanent reference—or disposed of to academic research libraries where they can be of continuing use and maintained under proper restrictions as to confidential use. It would not seem impracticable to develop a program of permanent maintenance of more important field reports of this kind, either within the organization col-

lecting them or through academic research libraries.

HOW LIBRARIES CAN AID RESEARCHERS

There are many other ways in which both special and public libraries can be of substantial aid to researchers in the field. Among them may be mentioned: (1) the preparation of bibliographies of materials, available or to be obtained, on particular questions; (2) the analysis of current materials of general interest to individuals and organizations engaged in research in labor and industrial relations; and (3) the collection and location of books, documents and periodicals in the offices of organizations requesting such a service.

Public libraries are, of course, continuously preparing bibliographies of all sorts on all types of subjects. Many find their way into printed or mimeographed form; others are prepared by the reference department on special request. Some of the latter may well have sufficient general interest to warrant circulation. In a field of such important civic concern as labor-management relations, more special as well as general bibliographical lists would be of specific interest and value. Special libraries, whether or not they are open to those outside the organization (and there should be more of them open!), might well also make available to a wider public their bibliographical service. Frequently, on-the-job requests from within the organization produce bibliographical research of a high order. Is there any reason why these invaluable specialized and often annotated lists should not be made available to interested individuals or groups? Incidentally, such a service would have a high public-relations value for the organization itself—quite apart from the contribution it would make to promoting more effective research.

Closely related to bibliographical is analytical service. The vertical files as well as the book and periodical collections of most special libraries contain

much important resource material which, for the organization's own purposes, is indexed with more or less analytical detail. Here, again, a substantial contribution to research can be made by the special library in making its analytical work generally available. No field of analysis is today more important than labor and industrial relations. Because the amount and variety of materials being issued by a growing number of agencies at a geometric rate, cooperative analysis is becoming cumulatively more indispensable. The special libraries in the field can advance toward the more effective research utilization of these materials—more directly perhaps than can any other group.

The third type of service, the collection and location of library resources, is again a cooperative venture among special libraries in the field. A start in this direction has already been made among university labor-management research libraries. It would accelerate the improvement of research for all groups were cooperation extended to include the special libraries of labor and management organizations. Within metropolitan industrial communities, for instance, would it not be both feasible and mutually helpful to begin the organization of union lists of at least the rarer documents in the field? Exchange of current bibliographical lists would provide considerable stimulus to, and at least a preliminary basis for, cooperation in this area of library research.

One final aspect of the question may be noted—the contact of the public or the special library with its clientele. A special library, if it is an organization library (whether industrial or labor), has a direct and immediate contact with its own clientele. Frequently, such libraries, especially the larger ones, can make their collections available to outside individuals and groups for research purposes. Whether this is so or not, however, it is the public library which has a particular opportunity—and responsi-

bility—to keep in close contact with the labor and management organizations in its community. Some of our larger public libraries have already established most effective field services, with individuals on their staff who keep in touch with, and provide services to various civic organizations, including industrial and labor groups.

This is a peculiarly valuable function for any public library to undertake. Most adults are latent readers; they are not active pursuers of the printed page. The job of the library is not only to have available materials which can be used by those who inquire directly but also to stimulate inquiries from those who may not be aware of the resources of the library from the point of view of their own immediate interests. The establishment of a special section on economics, sociology and related subjects is not enough. That section of the public library should be equipped with tongues to herald its resources and its services to the industrial community. A few public libraries—notably, for in-

stance, in Boston, Cleveland, Denver, Detroit and Seattle—have experimented with special services to labor unions and management organizations. In the years immediately ahead, it would seem only the part of ordinary service wisdom to extend this type of direct contact more widely in every industrial community in the nation.

The special library attached to an industrial organization or a labor union cannot, and should not, perhaps, move so fully into community-wide services of this character. Its function and its clientele are both more restricted. It can, however, within the framework of its organization and purposes, do much to support and extend the public library's services to its broader clienteles—through cooperative activities. If the enhancement of objective research within its own organization underlies the operation of the special library, then its potential services to all similar types of individual and group research activity are unlimited—for the future.

LIFE IN AN INFORMATION LIBRARY FOR JAPANESE

By GEORGE M. KORB

Librarian, SCAP, CIE Branch Library, APO 710, Nagoya, Honshu

THE Japanese were surprised when the "foreign barbarians" did not plunder and molest them after the surrender. When food began to come from America, they found it difficult to believe. But when SCAP (Supreme Commander for the Allied Powers) began to establish pleasant libraries with recent books containing western science and the latest magazines with beautiful pictures in them, a befuddled old die-hard, enjoying the experience remarked, "You Americans have been so good to us. I can't understand why you started a war with us."

Daily hundreds of Japanese are visiting the Civil Information and Education Libraries in Japan and going away with new understanding of America plus some ideas for reconstruction of their own country. Chiefly they are students and the leaders of Japanese thought: college professors, engineers, government officials, doctors and writers because the language barrier discourages the average Japanese from using a non-Japanese library.

Businessmen are discovering for the first time that libraries are useful in making money. When a foreign trader

suggested to a chinaware manufacturer that the place to find a picture of an orchid for a design for dishes was at the library, it was probably a revelation. When the manufacturer sought the picture, he further learned that he could keep abreast of the pottery business in America by reading *Ceramic Age* and *Ceramic Industry* to which the library subscribes. Such men are not going to be difficult to convince to support a public library system for Japan.

In the Japanese authoritarian system of education there was little need for libraries. The teacher by lecture and drill could teach the students to parrot the concepts advocated by the government. The CIE libraries serve as model laboratories of democratic education. Here students may read a variety of opinions on a given topic and then by thinking come to their own conclusion. The old system of the all-wise teacher and textbook is grudgingly giving ground. However, students show by their expressions and attitudes that it is something new and wonderful to be able to read books of their own choice in an unregimented atmosphere.

Most recent American books and magazines are unobtainable for Japanese except through the CIE libraries or through a gift. A copy of *Collier's* or *Saturday Evening Post* a year old sells in the black market for as much as a Japanese earns in a day. A medical doctor offered me the equivalent of \$200 for a medical dictionary valued at \$7.50. To him \$200 invested in a book that would open the doors of American medical knowledge was a wise investment. Japanese doctors have learned a little about penicillin, streptomycin and other wonder drugs. They are hungry to explore the vast literature that promises other remarkable discoveries.

Japanese are thoroughly convinced of the superiority of American industrial methods. They are only too anxious to imitate their successful conquerors. Trade journals of such industries as pot-

tery, textiles and chemicals are closely followed by research workers employed by Japanese firms. The Japanese manufacturer for export has been out of touch with world demand for six years. He is now busy thumbing advertisements in American magazines to learn what the public is buying. In this connection, the catalogs of the mail order houses are valuable reference tools. It may also please Sears, Roebuck and Montgomery Ward to know that the fashions in their "wish books" are preferred by Japanese girls to those found in *Vogue* or *Harper's Bazaar*.

A large portion of the women who come to the libraries come to study fashions and trace patterns. A mere man is amazed at the earnestness of girls seeking the latest mode. The way they can pass over pages of alluring advertisements of cakes and other foods in search of dress designs is overwhelming proof that man, or woman anyway, does not live by bread or Crisco or mayonnaise alone.

The librarian's day is a series of incidents of East meeting West on different fronts. A Romeo comes looking for a book that will teach him American square dancing. An engineer studying job analysis for the Japanese railroads asks for the hundredth time when the library will get more books on scientific management. Schoolboys in wooden clogs come clattering in to demand the comic sections of the Sunday newspapers. A manufacturer comes to enquire the price of bicycles in America.

A large proportion of the reference questions involve explaining English phrases or grammatical constructions. It is not the function of the libraries to teach English. Any American so foolhardy as to offer to teach English would have a thousand students in no time. However, legitimate questions about a text are explained because problems often arise in translating for which a

(Continued on page 96)

FUTURE INDICATIVE

S.L.A. 39th ANNUAL CONVENTION

WASHINGTON, D. C., JUNE 6-12, 1948

PRELIMINARY PROGRAM ANNOUNCEMENT

(A full program of meetings will appear in a later issue of **SPECIAL LIBRARIES**)

ON Saturday, June 5, registration will open at 9:00 a. m. on the Mezzanine of the Hotel Statler, Convention Headquarters. At 12:30 p. m. of the same day an informal luncheon (price \$3.50) will be held to welcome the Association officers and early arrivals. From 1:30-2:00 p. m. Mrs. Irene Strieby, National President, will broadcast over WQQW. The Convention Committee would appreciate having members make reservations for the luncheon when they make their hotel reservations.

Promptly at Sunday noon, June 6, chartered buses will depart for a conducted tour of historic shrines in Washington and vicinity. This tour will terminate at the National Gallery of Art where supper, for a nominal charge, will be served. Gallery tours, a visit to the Library and the Sunday Gallery Concert will complete the program. (Late arrivals to Washington on Sunday may join the Gallery party by a chartered bus which will leave the Hotel Statler at 4:30 p. m.) The total cost of the tour will be \$4.50.

On Monday, June 7, at 9:30 a. m. the Federal Library Institute¹ will open in the Coolidge Auditorium of the Library of Congress. Dr. Luther H. Evans, Librarian of Congress, will be the Chairman. (For the Institute meetings the cost for transportation, dinner at the Hotel Statler on the evening of June 7, and other incidentals will be approximately \$7.50).

Between 3:00 and 5:00 p. m. on Wednesday, Thursday and Friday and on Saturday morning, June 9-12, additional special libraries will welcome visitors. Miss Mildred Benton, U. S. De-

partment of Agriculture Library, Washington 25, D. C., is in charge of an appointment calendar and will arrange special visits or interviews insofar as it is possible. Mrs. Kathleen Stebbins and Miss Miriam C. Vance will be available at stated times for employment interviews in the Continental Room.

Mr. Edward Finlayson will be very happy to hear from any members concerning exhibit space requests or advertising in the Convention program.

Tentative registration fees have been set at \$2.00 per day, Monday-Friday, June 7-11;

or

\$3.00 Federal Library Institute, Monday and Tuesday, June 7 and 8

\$5.00 Association Program, Wednesday—Friday, June 9-11, or

\$7.50 Monday-Friday, June 7-11

These fees cover transportation charges for visits.

A few post Convention tours have been arranged: No. 1 covers the Skyland Drive, Charlottesville, Richmond, Williamsburg and Fredericksburg; No. 2 includes Annapolis, Baltimore, Dover and Atlantic City. (A limited number of room reservations are available for S.L.A. members at the Ambassador Hotel in Atlantic City). Both tours depart at 9:00 a. m. Saturday, June 12, from the Hotel Statler. Accommodations are at best hotels and all expenses are included in the charge of \$30.00 per person (two in a room). The Convention Committee will be pleased to have early responses from interested members in order to provide sufficient transportation.

The Committee hopes the members will offer further suggestions which may add to the pleasure of their visit to Washington, D. C.

JANE BREWER
Convention Chairman, 1948.

¹For further details on the Institute see **SPECIAL LIBRARIES**, February 1948, p.53-54.

SLA PUBLICATIONS

Cumulative Statement on Publications in Print as of December 31, 1947

Date	Name of Publication	Cost	No. Printed	Inst. Given	Copies Sold	Total Receipts To Date
1937	Social Welfare: Subject Headings List.....	\$ 293.25	1,000†	404	\$ 366.00
1937	Guides to Business Facts and Figures.....	557.69	1,500†	738	1,032.15
1940	Business and the Public Library.....	658.57	1,200†	476	900.60
1940	Banking and Financial Subject Headings.....	396.35	500†	197	642.00
1941	Creation and Development of an Insurance Library....	59.01	750†	252	232.50
1941	Special Library Resources, Vol. 1	5,178.39	1,500	1,144	6,431.00
1946&47	Special Library Resources, Vol. 2-4	19,658.72	1,000	801	12,773.76
1943	Contribution Toward a Special Library Glossary.....	60.31	675*†	604	207.20
1943	Index to American Petroleum Statistics.....	46.48	500	177	210	102.75
1944	Handbook of Commercial, Financial and Inf. Services	2,221.47	2,000	282	1,203	3,609.50
1945	Classification and Cataloging of Maps and Atlases.....	3,019.02	1,000	747	6,148.75
1945	List of Subject Headings for Chemistry Libraries.....	521.08	1,500	134	691	1,179.17
1946&47	Directory of Microfilm Services.....	365.56	1,500	281	815	1,264.15
1947	Union List of Technical Periodicals.....	2,321.29	1,000	415	281	1,674.00

* Additional copies mimeographed at headquarters.

† No records kept.

EVENTS and PUBLICATIONS¹

The *Scientific Monthly* for November 1947, contains three articles by S.L.A. members. Lucy O. Lewton writes on "An Industrial Research Library", Donald Wasson on "Putting Knowledge to Work" and the "Air University Library" is described by the director of libraries of the school at Maxwell Field, Ala. (This issue may be borrowed from S.L.A. Headquarters, 31 East 10 Street, New York 3, N. Y.)

* * *

An excellent and elaborate article on "A punch card filing system for metallurgical literature", by A. G. Guy and A. H. Geisler, appears in the December 1947 issue of *Metal Progress*. A suggested subject index code is included in the article.

* * *

WHERE TO GET BUSINESS INFORMATION IN CLEVELAND is the title of a new brochure recently issued by the Business Information Bureau of the Cleveland Public Library. This brochure is most complete and comprehensive and does credit to the excellent work being done at the Cleveland Business Research Bureau under the able management of its librarian, Miss Rose L. Vormelker.

* * *

"The Lippincott Library" is described by Eleanor Bross Allen in the *Bulletin* of the Special Libraries Council of Philadelphia and Vicinity in its December 1947, issue.

* * *

"Public Library Service to Business" is the title of an article by Maria C. Brace, Head, Department of Business and Economics, Enoch Pratt Library, Baltimore, Md., which appears in the *Wilson Library Bulletin* for January 1948. A bibliography to help the beginning business librarian is included.

Also in the same issue there is a useful listing of "Sources of Free or Inexpensive Material on Health" prepared by Miss Eleanor Fair, Assistant Librarian of the Metropolitan Life Insurance Company, New York. Annotations add to the value of this list.

* * *

COLORS: WHAT THEY CAN DO FOR YOU, by Louis Cheskin, demonstrates how color affects our daily lives, at home and in business. Whether our primary motive is to color-tune our home, to choose apparel more effectively or to express ourselves in art, this book gives concrete guidance. (Chicago 10, Illinois, 415 North Dearborn Street, 1947. \$5.00)

¹ Where it is possible the Editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

The *Financial Group Bulletin*, S.L.A., for January 1948, contains several very fine articles: "A Public Relations Library", by Josephine J. Williams; "Human Relations in Supervision", by Florence E. Hatch; "The Library Committee", by Elizabeth W. Owens; "Where Special and Public Librarians Get Together", by Ethel Cleland; and "Profits from Research", by Eleanor Cavanaugh. Miss Cavanaugh's paper was presented before the luncheon meeting of the Chicago Association of Commerce and Industry and the Illinois Chapter of S.L.A. on June 10, 1947.

* * *

The fourteenth edition of DOCTORAL DISSERTATIONS ACCEPTED BY AMERICAN UNIVERSITIES 1946-1947 has just been published by H. W. Wilson Company, New York 52, N. Y. (100p. \$2.50). The book was compiled for the Association of Research Libraries under the editorship of Arnold H. Trotter and discloses the subject matter, location, manner of reproduction and availability of dissertations accepted during the last academic year. The book has an alphabetical subject index, a list of periodic university publications abstracting dissertations, tables showing distribution of doctorates and a complete index.

* * *

EDUCATION AND THE UNIVERSITY, by F. R. Leavis, discusses the problem of humane education in a world where the demands for specialists and specialist training are making it difficult for citizens to develop their intelligence and acquire a mature sense of values that can be applied to the problems of civilization. He outlines his scheme of work for the "English School", an experimental college and educational center whose concern will be to re-equip society with the means of self-direction. Dr. Leavis regards the university as the practical starting point for educational reform and he considers that English literature should provide the focus of study, as an intellectual discipline and as the integrating medium for other studies such as economics, politics, etc. This book will be published this month by G. W. Stewart, Publisher, 67 West 44 St., New York 18, N. Y. (\$2.50)

* * *

The *Catholic Library World* for November 1947 carries a lively and timely article on the planning of new libraries. "The Flexible Library," written by the Very Reverend Thomas A. Heidenreich, O.F.M. Cap., will provide forward-looking librarians and architects with much valuable food for thought. (This issue is available on loan from SLA Headquarters.)

The ability to speak easily and convincingly is one of the greatest social, political and economic assets. It is an art, and like all arts, it is one that can be mastered by study and practice. Donald L. Holley opens his book, *EXTEMPORE SPEAKING: A HANDBOOK*, (N. Y., H. W. Wilson Co., 1947. 115p. \$1.50) with the illuminating statement: "Extempore speaking is a form of prepared speaking on a selected topic in which everything is ready for delivery except the exact words to be used." How this can be done most effectively is the purpose of Mr. Holley's book. He takes the reader through the necessary steps: qualifications, preparation, writing and delivery. Although slanted at the high school speaker and coach, the book will well repay study by everyone anxious to "make friends and influence people."

* * *

In the second edition of the *DIRECTORY OF SPECIAL LIBRARIES IN INDIANA*, compiled by the Research Committee of the Indiana Chapter of Special Libraries Association, it has been the purpose of the Committee to expand and thereby increase in usefulness the preliminary work published in 1940. Every attempt has been made to include special libraries organized since that date. The *DIRECTORY* is in five parts: (1) geographical listing of special libraries, their holdings and services; (2) personnel index; (3) subject index to the resources of libraries included; (4) listing of institutions and collections by name; and (5) types of libraries. Published through the courtesy of the Studebaker Corporation, South Bend, Indiana, the *DIRECTORY* may be ordered from the secretary of the Indiana Chapter, Mrs. Martha Schaaf, Eli Lilly & Company Library, Indianapolis 6, Indiana, at 50 cents per copy.

* * *

For the 63rd year the book that has proved itself an indispensable reference work to Americans from coast to coast is available once more as *THE WORLD ALMANAC AND BOOK OF FACTS FOR 1948*. Edited by E. Eastman Irvine and a staff of experts who are on duty the year around, it offers 912 closely packed pages of essential information, such as is frequently called for by statesmen, business executives, teachers, editors and the plain citizens who want to know about the United States and foreign countries. Published by the *New York World Telegram*, a Scripps Howard newspaper, its primary function is to give specific, authoritative facts and figures. The substance of the Marshall Plan, the record of the United Nations, the status of the atomic bomb, the records of manufacturing industries and labor, have a timely value and are representative of many pages dealing with current issues.

The Index of the 1948 *ALMANAC* was compiled by Mrs. Lois Miller, a member of S.L.A., and is a substantial improvement over those of former years. It has been reorganized and clarified to be of greater service and provides easy access to the vast number of facts packed into the *WORLD ALMANAC* for 1948. (\$1.00)

* * *

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* * *

Nature lovers will welcome the publication of *FLOWERS OF PRAIRIE AND WOODLAND* by Edith S. Clements (New York, N. Y., H. W. Wilson Company, 1947. 83p. 24 color plates. \$2.25). Edith S. Clements and the late Frederick E. Clements have long been recognized as authorities in botanical fields, and have contributed a great deal to the knowledge of wild flowers during their tenure with the Carnegie Institution in Washington. This latest edition is devoted to wild flowers of the East and Midwest. The 24 full color plates used first appeared in the *National Geographic Magazine*.

* * *

SIMPLIFIED PERSPECTIVE, ITS THEORY AND PRACTICAL APPLICATION, by William Wirt Turner, was written to fill the need for a book that sets forth the basic principles of perspective drawing in a thorough, but not too technical, manner. This book attempts to lead the beginning student step by step from first principles to those which are more advanced, enlisting the reasoning faculty throughout, to the end that the student will acquire, as a matter of habit, the ability to make drawings understandingly, rather than by imitation or by memorized routine. (New York, N. Y., Ronald Press Company, 1947. 236p. \$5.00)

* * *

TECHNIQUES OF JOB EVALUATION AND MERIT RATING IN THE LIBRARY is the title of a paper read before the Chicago Library Club by A. H. Munson of the Business Research Corporation, Consulting Management Engineers. Mr. Munson discusses the philosophy and basic principles underlying the organization of these techniques in a new library and also in one already functioning. Reprints of this paper may be ordered from the Business Research Corporation, 79 Monroe Street, Chicago 3, Ill.

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A new chapter, "Building Superior Germ Plasm," has been added to the fourth edition of ANIMAL BREEDING, by L. M. Winters. This book discusses animal breeding from the biological viewpoint, tracing the history of the development of various breeds and explaining the principles of heredity and the physiology of the reproductive organs. (N. Y., John Wiley & Sons, 1948. \$5)

* * *

MAJOR PROBLEMS OF UNITED STATES FOREIGN POLICY 1947, A STUDY GUIDE was prepared under the direction of Leo Pasvolksy by the International Studies Group of the Brookings Institution. The principal purpose of the book is to provide an approach to the study of the major problems of United States foreign policy in a manner similar to that used by government officials in dealing with policy issues. It furnishes working materials that may be used for teaching in colleges and universities as a basis for organized group discussion, as an aid to writers and public lecturers, and by the general public to develop informed and independent judgments on United States foreign policy. (Washington, D. C., The Brookings Institution, 1947. 281pp. of text: 22pp. of references to selected documents. \$1.50) SUMMARY OF DEVELOPMENTS IN THE MAJOR PROBLEMS OF UNITED STATES FOREIGN POLICY is a continuing supplement to MAJOR PROBLEMS OF UNITED STATES FOREIGN POLICY, 1947, A STUDY GUIDE. Based on a review of selected newspapers, official documents and other publications from the United States and abroad the SUMMARY reports major developments in United States foreign policy. Issues of the SUMMARY will appear nine times during the academic year and will cover the developments in each of the eight months from September 1947 to April 1948, inclusive, with the ninth and final issue covering the developments in May and June 1948. (Nine issues, \$5.00. Single copies, \$.60)

* * *

ANNUAL REPORTS TO STOCKHOLDERS, THEIR PREPARATION AND INTERPRETATION, by M. Loyall McLaren, C.P.A., is designed to provide accepted reporting standards to those who are responsible for the preparation of the annual report and undertakes to consider the components of the annual report from cover to cover. (New York, N. Y., Ronald Press Company, 1947. 364p. \$5.00)

* * *

The fourth edition of STEAM, AIR AND GAS POWER, by W. H. Severns and H. E. Degler, presents illustrations, descriptions and underlying theory of construction, application and performance of modern heat power plants and their related equipment. (N. Y., John Wiley & Sons, 1948. \$5)

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John D. Millett, Associate Professor of Public Administration, Columbia University, interprets the subject of his book, **THE PROCESS AND ORGANIZATION OF GOVERNMENT PLANNING**, as the process by which we determine objectives, define our immediate needs and design a course of action. He gives examples of wartime planning such as allocating and equipping troops, setting and meeting wartime production goals and examples of peacetime planning including such projects as land improvement and improved library service for municipalities. (New York, N. Y., Columbia University Press, 1947. 187p. \$2.50)

* * *

The official **YEARBOOK OF THE UNITED NATIONS**, 1946-47, is published by the United Nations with Columbia University Press acting as distributor. The result of more than a year's work by a staff of researchers, writers and editors of the United Nations Department of Public Information, this volume tells the complete and authoritative story of the United Nations. It is the first single book to give not only the history of the conference leading up to the signing of the United Nations Charter, but also a survey of the work of the United Nations during the first two years of its existence. For the time being, the **YEARBOOK** is available in an English edition only.

* * *

TAX-WISE BUSINESS MANAGEMENT is the Proceedings of a Conference sponsored by the Economic and Business Foundation, New Wilmington, Pa., on January 23, 1947. It includes addresses by J. K. Lasser, J. D. Bierman, Michael D. Bachrach and George D. Brabson, each of whom is an outstanding authority on Federal taxation. Copies may be obtained from the Economic and Business Foundation at \$1.00 each.

* * *

R. T. Williams has gathered together in **DETOXICATION MECHANISMS** the available information on the metabolic fate of organic compounds foreign to the body. (N. Y., John Wiley & Sons, 1948. \$5.50)

* * *

The Department of Economic Affairs of the United Nations has just completed a survey of **CURRENT INFLATIONARY AND DEFLATIONARY TENDENCIES** which is the best source of information available on world economic conditions and trends. It analyzes, for selected countries, the problems of deficiency or excess in effective demand leading to unemployment or inflation respectively. Forty tables on employment and unemployment, income and expenditures, production and consumption, supply and demand are included. (New York, N. Y., International Documents Service, Columbia University Press, 1947. 86pp. 50 cents.)

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YOUR TEETH AND HOW TO KEEP THEM is by Jerome J. Miller, D.D.S., who was formerly Assistant Professor of Oral Surgery at the College of Dentistry of New York University, and is a Fellow of the American Academy of Diseases and Surgery of the Mouth. Starting from the premise that knowledge of the structure and growth of teeth is the first step toward their proper care, Dr. Miller proceeds to give the reader the benefit of his many years of dental practice. (New York, N. Y., Lantern Press, Inc., 1947. 232p. \$3.00)

Announcements

Another Chapter is Added to S.L.A. Roster

On January 17, 1948, the Kansas City Chapter was officially welcomed as the newest S.L.A. Chapter. Mrs. Irene Strieby, national President, conducted the installation ceremony assisted by Mrs. Elizabeth Owens, national S.L.A. Membership Chairman. Mr. Harry Brinton, Acting Librarian of the Kansas City Public Library, was Chairman of the meeting.

The new officers, all from Kansas City area, are: President, Idris Smith, Public Library; First Vice-President, Richard Gremling, Linda Hall Library; Secretary, Elizabeth Ketcham, Employers Reinsurance; Treasurer, Bertha Ferguson, Junior College. Martha Hershey, organizer and first president, has transferred to Connecticut Chapter.

S.L.A. Publication Committee Calls for Suggestions

It has been suggested that S.L.A. compile a Handbook of special library methods and gadgets and in line with this idea the Publication Committee through its Chairman, Miss Lura Shorb, Hercules Experiment Station, Wilmington 99, Delaware, would appreciate receiving offers of assistance in the compilation of such a publication. If any Chapter or Group would like to assume responsibility for collecting material for this Handbook will the President or Chairman please communicate with Miss Shorb.

The Committee would also like to have suggestions from S.L.A. members for other Association publications.

Brooklyn (N. Y.) College Library Issues Reading Lists

The Brooklyn College Library is issuing annotated reading lists in connection with the college-sponsored broadcasts on Station WNYC. The subjects included in the series are timely and provocative. The following topics have already been covered: Can you understand modern music? Who and what is un-American? Are the colleges doing their job? What is the responsibility of religion to society?

Succeeding broadcasts and bibliographies will concern themselves with such questions as: Do you know your children? Are the schools still in danger? Do we have good theatres? Copies of these reading lists may be obtained free of charge by writing to the Brooklyn College Library, Bedford Avenue at Avenue H, Brooklyn 10, N. Y.

Drexel Institute of Technology Offers Four Scholarships for 1948-49

The Drexel Institute of Technology School of Library Science will grant four scholarships for the academic year 1948-49.

Two of the scholarships, the Alice B. Kroeger Memorial Scholarship and the Anne Wallace Howland Scholarship, provide full tuition. A scholarship for \$200, the gift of the Drexel Library School Association, will be awarded to an applicant for the Course in Special Library Service. A scholarship for \$100 to be applied to tuition is also available.

Applicants for these scholarships must be graduates of accredited colleges or universities, have attained high academic rating and be in need of financial assistance.

Application should be made to the Dean of the School of Library Science, Drexel Institute of Technology, 32nd and Chestnut Streets, Philadelphia 4, Pa., before April 15, 1948.

Simmons College School of Library Science Adds Two New Courses to Curricula

Two new courses have been added to the curricula offered by the School of Library Science at Simmons College: "Research and Bibliographical Method in Subject Fields" has been added to the program for the current semester which began February 2; "Library Public Relations and Media" will be offered during the summer session which begins June 21, 1948.

The course on methods in subject fields is open to students who already hold undergraduate or graduate degrees in subject fields and who have elected the program of training in special librarianship offered by the School. It will provide such students a further opportunity to explore the bibliographical and research methods involved in their particular subject literatures. The course will be conducted by Assistant Professors Mary R. Kinney and Ruth S. Leonard.

The summer school course in public relations will cover the public relations problems and special situations involving public relations in all types of libraries. Professor Kenneth R. Shaffer, who will conduct the course, has announced that it will emphasize the use of the expert, either on a paid or voluntary level, in newspaper, radio, exhibits, publications and community relationships, rather than the development of those techniques directly by library personnel.

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(Continued from p. 87)

dictionary is no help. *Time* prints an edition in Japan, and the sophisticated language is frequently puzzling to Japanese who know English but lack a background of American culture. For better understanding, assistance must be given even to the struggler with English who asks, "Is the Vice President of the United States in charge of sin?"

The librarian, being the only American easily accessible to the average Japanese, is quite famous. Of course, there is fan mail chiefly from those who are too shy to approach the librarian directly. Letters come like this:

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